

POLICE PROGRAM ANALYST

DEFINITION

Under general direction of the Chief of Police, performs a wide variety of professional, administrative, and technical analysis in support of the Police Department; performs administrative, budgetary, and statistical analysis; coordinates and conducts special studies; develops and implements departmental policies, procedures, methods and systems; ensuring re-accreditation with the Commission on Accreditation for Law Enforcement Agencies (CALEA); administers budgets and contracts; and performs other duties as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized journey-level class and it is expected that the incumbent would perform the full range of duties for this class independently and without close supervision. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise. Adequate performance at this level requires the knowledge of Police Department procedures and the ability to choose among alternatives in solving problems. Positions allocated to this class exercise a high degree of responsibility for administrative research and analyses. The Police Program Analyst provides recommendations for consideration by the Chief of Police and other administrative officials. This position also serves as the Police Department's accreditation manager and maintains frequent contact with CALEA staff.

SUPERVISION RECEIVED

Receives general direction from the Chief of Police.

SUPERVISION EXERCISED

Responsibilities may require technical and functional supervision of lower level staff.

ESSENTIAL DUTIES

Duties may include but are not limited to the following:

Provides responsible, professional, and technical support to Police Department functions by performing a variety of administrative research and analyses related to operations, budget, contract administration, legislative review, investigations, and other program areas.

Performs complex administrative work in planning, coordinating, and managing adherence to the Police Department's accreditation through CALEA.

Evaluate Police Department and City policies to ensure compliance with CALEA standards; prepares and submits annual agency reports to CALEA.

ESSENTIAL DUTIES (continued)

Assists in the development, administration and implementation of activities related to Department functions; monitors expenditures, researches and resolves problems, reviews reports, identifies projects, and prepares, reviews, and implements task order.

Assists in the preparation, development and administration of the Police Department's budget; compiles information and prepares reports and analyses related to the impact of budgetary decisions; prepares and presents budget documents, including financial forecasts.

Coordinates and monitors Committee agency items for Department and ensures timely submission of items.

Prepares, tracks, and administers Police Department contracts; researches and evaluates proposed contractual obligations and agreements; develops contract documents and prepares scope of services; coordinates City Council approval as necessary; monitors compliance with applicable contractual agreements and contract expenditures.

Researches and analyzes federal, state, and local legislative proposals for impact on assigned operations.

Provides responsible customer service functions, including developing appropriate communications, methods, and techniques for a variety of on-going and special projects; serves as the Police Department liaison to customers, consultants, other City departments, and the general public; provides professional guidance with respect to Department policies and procedures.

Provides information and interpretation and responds to a variety of questions and concerns in a timely, tactful and effective manner.

Assists with and/or develops and revises departmental policies, procedures and programs for the Police Department; conducts special studies and projects related to program area; and coordinates program activities with other departments.

Serves as administrative coordinator on capital projects as required and may act as a liaison representing the Police Department at department, committee, and other related meetings.

Implements and administers programs and projects, including program development, management, analysis of results, and preparation of reports and documentation makes recommendations and presentations.

Researches, drafts, and processes ordinances for City Council consideration.

Provides training to lower-level and new staff as required.

ESSENTIAL DUTIES (continued)

Operates standard office equipment, including job-related computer hardware and software applications, facsimile equipment and multi-line telephones; may operate other department-specific equipment.

Exercises technical and functional supervision over office support positions; provides training and recommendations for personnel department needs.

Investigates and prepares reports on specific requests and complaints pertaining to various governmental activities.

Researches, prepares, and coordinates Police Department grant activities; prepares grant applications; prepares grant budget adjustments; processes contracts; monitors programs for compliance with grant regulations; prepares grant reports and serves as a City liaison with grant agencies.

Meets with members of the public to explain policies and programs.

Gathers and analyzes data on existing programs, conducts surveys and prepares proposals including financing, staffing, and organization requirements; may include use of complex computerized databases and statistical reporting.

Represents the City in interdepartmental and interagency projects, including CALEA conferences for accreditation, and serves as a liaison to other law enforcement agencies involved in the CALEA process.

Builds and maintains positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Performs related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Operational characteristics, services and activities of the Police Department.

CALEA standards and the accreditation process required.

Principles and practices of public organization and administration.

Principles and techniques of budgetary methods and practices.

Principles and practices of administrative and statistical analysis.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Knowledge of:

Principles of business letter writing and report preparation.

Grant and contract administration.

Principles of providing work direction and coordination of others.

Applicable federal, state and local laws; City and department regulations, codes, policies and procedures.

Modern office practices, methods and computer applications related to the work.

English usage, grammar, spelling, vocabulary, and punctuation.

Techniques for effectively representing the City in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.

Techniques for providing a high level of customer service to public and City staff, in person and over the telephone, written or electronically.

Considerable knowledge in the field or fields related to the specific job assignment.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Properly interpret, apply, and explain complex laws, codes, regulations and ordinances.

Analyze data and information using established criteria in order to determine consequences and to identify and select alternatives.

Make effective public presentations.

Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.

Serve as administrative coordinator on capital projects as required.

Identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

Make accurate arithmetic, financial, and statistical computations.

JOB RELATED AND ESSENTIAL QUALIFICATIONS (continued)

Ability to:

Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.

Maintain attention to detail and accuracy while meeting critical deadlines.

Operate modern office equipment including computer equipment and specialized software applications programs.

Identify and take appropriate action when unusual operating problems occur.

Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines.

Establish and maintain effective working relationships with those contacted in the course of the work.

Train others in work procedures.

Provide input for new computer systems and programs related to assigned tasks.

EXPERIENCE AND EDUCATION

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: Two (2) years of professional level administrative experience in public administration in a position comparable to the Administrative Analyst I with the City of Hayward. Experience administering programs in a police department is highly desirable.

Education: Equivalent to a Bachelor's Degree from an accredited college or university with major work in business, public administration or a closely related field.

Licenses: Possession and maintenance of a valid California Class C Driver's License.

SPECIAL REQUIREMENTS

Essential duties require the mental and/or physical ability to: work in a standard office environment and use standard office equipment and current software; to grasp, perform repetitive hand movements and fine coordination to prepare documents and data using a computer keyboard and mouse/trackball; sit for prolonged periods of time; walk, stand, crouch, reach, twist, turn, kneel, bend, squat, stoop and safely lift and move equipment and materials weighing up to 35 pounds;

converse by telephone, by email, in person, and to small or large groups and be clearly understood; read and comprehend legal, technical and complex documents; interact with the public and all different levels of City staff in an effective and professional manner; and safely drive to various locations throughout the City and County to travel to fulfill assigned duties. Essential functions must be performed with or without reasonable accommodations.

PROBATIONARY PERIOD: One (1) Year

704CS12

March 2012

Revised: May 2012

AAP Group: 4

FPPC STATUS: Designated

FLSA STATUS: Exempt